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FINANCE COMMITTEE
Athens-Clarke County Library Board
January 5, 2000

The Finance Committee convened at 8:45 with Marion Davis-Barnett, Bill Berryman, Jim Heyl, and Pat Tritt present. Also attending from the library staff were Mrs. Ames, Mrs. Simonds and Mrs. Blake.

There was discussion about the general employment problems in Clarke County which led to information about the salary comparison that Jon Walker, formerly with Athens-Clarke County, completed with comparable libraries showing us in a very bad light.

The question was asked about the responsibility of the county to the maintenance of this building? Mrs. Ames and Mrs. Blake responded with the information that we insure the furniture and equipment. The building itself is owned by the county.

John Culpepper who is in charge of secondary agencies this year told us to expect 4-5% growth and to limit our request to that. The exploration of becoming a direct county agency or using other avenues which could lead the county to ignore the arbitrary cap that the commission is putting on secondary agencies was raised. It was mentioned that the same issues arise every year and the library never gets even a reasonable increase.

Mrs. Ames told the committee that the library has been active in attracting grants and generating consulting fees but the library is hamstrung by law on charging fees for services, meeting rooms or computer services.

There was considerable discussion about alternatives in levels of services the library can continue to provide if the county doesn't grant our request. It was decided to ask for 1) salary increases of approximately 20%, 2) increases in equipment repair and maintenance and 3) cleaning services in order of importance.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
January 11, 2000

Mr. Berryman, Chairman, called the meeting to order at 4:02 PM. Present were Mrs. Alvarez, Mrs. Bowen, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Middleton, Dr. Prokasy, Mr. Pollock, Mr. Tritt, and Mr. Wetherbee. Mrs. Davis-Barnett and Mrs. Johnson were excused. Mr. Ruffin arrived later. Mrs. McCormack was absent. Staff present were Mrs. Ames, Mrs. Ferrelle, Mrs. Firestone, Mrs. Padgett and Mrs. Blake, who recorded the minutes.

The minutes of the October 12, 1999 meeting were approved as mailed upon a motion and second from Mr. Pollock and Mrs. Bowen.

Mrs. Davis-Barnett was serving on the grand jury so Mrs. Ames gave the financial report. The revenues are pretty well in line although we've not yet transferred funds from the reserve. We've had tremendous employee turnover so advertising expenditure is way out of line. We will need to amend the budget at the next meeting. The E-rate grant will lower the telephone expenditures and we have 3 staff members earning consulting revenues which will be used to offset excessive expenditures in the budget.

Mr. Berryman welcomed new board members Mrs. Alvarez replacing Mr. Bower from Winterville, Dr. Prokasy and Mr. Wetherbee replacing Mr. Cheatham and Mrs. Stroud. Mr. Berryman asked board members to choose which board committees they wished to serve on and turn in the sheet at the end of the meeting. He will make the appointments at a later time.

There were no members of the public present.

Mr. Eberhard asked if this board had approved the SPLOST request that appeared on the November ballot? Information will be provided at the April, 2000 meeting.

The agenda was adopted as presented upon a motion by Mr. Tritt and a second from Mr. Eberhard.

Committee Reports

1. Friends of the Library - Gail Firestone, staff FOL liaison reported that the 4th annual Café au Libris in November had lower than anticipated attendance but generated \$1600+ for the library. The annual Book Sale is tentatively scheduled for Feb. 25 through March 4. The new FOL president is Brian Roth. The Friends need a new liaison from this board.
2. Winterville - Mrs. Alvarez reported that the City of Winterville was investigating, as the official appointing agency, if new board members should come from within the city limits only? She also reported that they are looking at funding issues.
3. Endowment - Mrs. Ferrelle passed out a progress report. The fund raising is still in the quiet phase - the public phase

begins in March. The Endowment has 63% of its goal already for Year 3. The actual amount is \$245,000 in assets and cash.

4. Volunteer Report - Mrs. Padgett referred to the attached report and highlighted Homework Helpers. She also reported almost a 50% increase in the number of total volunteers over last year. Mrs. Padgett is leaving the library at the end of January to take a similar job at Athens-Clarke County in Leisure Services. She took a moment to talk about the library's low salary scale; how hard it was to leave; and how unfair that the library can't even compete with its own funding agency to keep personnel.
5. Public Relations - Mr. Eberhard reported the committee had not met.
6. Building and Grounds. Mr. Pollock reported that the Library's brick sign was down (we think wind damage). There are a couple of other items which will be brought to the board's attention later.
7. Book Reconsideration. Mrs. Middleton reported this committee had not met.

Director's Report

Mrs. Ames' report is attached and she called attention to the end of it listing some workshops being offered for library trustees. Please let Mrs. Blake know if you are interested in attending any of them. She also listed some grants we've received and some we're presently working on.

Unfinished Business

1. Long Range Planning Committee - the State of Georgia has issued a contract to someone, so we'll try to get some free consulting advice. More information will be given at the upcoming Director's Meeting.

2. Board Tour - New board members picked February 8 at 4:00 p.m. as the best date for a tour. All board members are invited.

New Business

1. Budget FY2001. The guidelines from John Culpepper, Finance Director, received at the end of December are for 5% growth for secondary agencies.

Attached is the budget submitted to Athens-Clarke County. The Finance Committee voted to ask for funding to the entry level salary scale (from 1994 DMG salary study which classified comparable positions with the county). The total increase is for \$222,996.20 and is almost exclusively in personnel (except for \$10,000 for cleaning, painting, reupholstery, etc.).

The Finance Committee decided that we had been cooperative and had not received increases. They decided it was time to be more assertive; time to consider our alternatives and time to

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take a different tact. The Friends of the Library members were asked to contact the Mayor in support of this budget.

Mrs. Ames and Mr. Berryman will try to meet with the mayor prior to the hearing to explain these issues. Our budget hearing is on February 17.

After some discussion about the library as a primary agency instead of a secondary agency, Mr. Eberhard volunteered to chair an ad hoc committee on alternative financing.

2. Mr. Berryman will make committee appointments and board members will be notified.

3. This board sends four members to the regional library board. Mr. Pollock is the new chair, Marion Davis-Barnett is the new treasurer and Mr. Ruffin is also serving on the board. Mr. Berryman expressed his intention of resigning and said this was an opportunity to see how the regional board works. Dr. Prokasy was appointed to take Mr. Berryman's place.

Legislative Day is coming up on January 20. We will send 3 cars so if you'd like to attend, please let Mrs. Blake know today. Raise Up Georgia is not part of the Governor's budget this year, but the regional incentive portion of it may be funded. We'd like to avoid redirection of funds if possible as they would be in the Materials budget if it happens. GALILEO will continue and we'd like Year 2 of PINES to be funded as our library system would then be included.

As there was no other business, the meeting was adjourned at 5:05.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
January 27, 2000

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:33. Attending from Athens-Clarke County was Mrs. Davis-Barnett; from Franklin County were Mr. Eschedor, Mr. Miller and Mr. Mathis; from Madison County was Mr. Ingram; from Oconee County were Mr. Billings, Mr. Swan and Mr. Wyllie; and from Oglethorpe County was Mrs. Bloom, Ms. Drewry, and Mr. Downs. Excused were Mr. Ruffin and Mrs. Murray. Absent were Dr. Prokasy and Mr. Brantley. Mrs. Ames, Julie Walker, MaryAnne Driver and Mrs. Blake, who recorded the minutes, were present from the library staff. Dick Mendenhall, his brother, and friends and neighbors of Susan Mendenhall were also present.

Mr. Pollock introduced new board members Mr. Swan from Oconee and Ms. Drewry from Oglethorpe Counties.

Mr. Pollock then called upon Mrs. Ames to make a special presentation. Mrs. Susan Mendenhall was a 28 year board member to the Athens Library Board. Mr. Dick Mendenhall has made a significant contribution to the Endowment including an autograph collection in her memory and has given the library a photograph to commemorate her strong support of the library in this community. It will be placed at the library's exit on the same wall as the memorial to Sarah Maret, long-time library director.

The minutes from October 28, 1999 meeting were approved as mailed on a motion and second from Mrs. Bloom and Mr. Eschedor.

Guests and members of the public left to have pictures made after the special presentation and reception.

The agenda was adopted on a motion and second from Mrs. Davis-Barnett and Mr. Ingram.

MaryAnne Driver supervises the bookmobile which is presently undergoing repairs in Jacksonville, FL. She explained what is wrong and when it should be fixed.

Mrs. Davis-Barnett gave the financial report. Revenues are at 49%, which is good at half way through the year. All counties which are low have been billed. Expenditures are at 44 ½% with travel, supplies and postage over. All counties are below the 50% level for total expenditures. T-1 line charges will show up in operations of each county's budget.

Regional Reports

Oglethorpe County: Mr. Downs reported that their board had met Tuesday. The board had expressed an interest in purchasing a reader/printer from their gift account and were investigating prices/vendors. They had voted on a new board member - Catherine Drewry, who is a second generation board member. Her mother was chairman of the Oglethorpe Board, Jane Bowen.

Oconee County: Mr. Swan, new chair of the Oconee Library Board, reported that board had met Monday. There are three new board members. Circulation is up for the quarter and the FOL had a Family Fun Day in November and showed movies in December.

Madison County: Mr. Ingram reported for Mrs. Murray who is ill. The board is still discussing funding levels with the Board of Education. The board had discussed changing library hours but decided to wait because there could be a budget shortfall. The mission statement is under review. FOL donated \$6,140 last year.

Franklin County: Mr. Miller noted that there are some budget issues in Franklin too. In Lavonia, the school board has withdrawn the lot for sale across from the library. There is a new board member, Sid Ginn. Board members were relieved to learn Mrs. Ames' car accident on her way to their meeting was not serious.

Athens-Clarke County: Mr. Pollock noted that budget was also a concern in Athens. FOL members were urged to write the mayor asking that salaries be increased. The library is totally noncompetitive in the marketplace.

Director's Report

Mrs. Ames noted free workshops for trustees in her attached report. Let Mrs. Blake know if you want to attend.

Old Business

1. Meeting Room - tabled until the next meeting. Mr. Downs will chair the committee.

New Business

1. Policy Issue - Mr. Ames explained that 98 libraries out of 371 were in the PINES system. Because some PINES libraries are adjacent to the Athens Regional Library System there aren't a lot of people out there willing to pay the \$15 out of region fee to get a ARLS card. Eventually we will probably be a part of PINES. There was discussion about how books would be returned to our system. Mr. Downs moved that we treat those out of our region the same as ARLS cardholders and waive the \$15 charge but to review the decision and status of the individuals out of our region for the first year. Mrs. Bloom seconded. After further discussion, the motion was unanimously approved.
2. Personnel Policy - Sick leave clarification from page 24 and 25. Mr. Downs and Mr. Miller moved and seconded to accept the changes as mailed. The motion was unanimously approved. Ms. Drewry moved to add additional language to funeral leave to include niece and nephew. The motion died for lack of a second.
3. Legislative Update - Summary of what is happening in the legislature is attached. Redirection of funding is in M & O instead of Materials. Please call or write to your legislator.

There being no other business, the meeting was adjourned at 4:54.


Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
April 11, 2000

Mr. Pollock, Vice-Chairman, called the meeting to order at 4:05 PM. Present were Ms. DeJoy, Mr. Dendy, Mr. Heyl, Dr. Prokasy, Mr. Ruffin and Mr. Wetherbee. Mr. Berryman, Mrs. Davis-Barnett, Mrs. Alvarez, Mr. Eberhard, Mrs. Middleton, and Mr. Tritt were excused. Mrs. Bowen, Mrs. Johnson and Mrs. McCormack were absent. Staff present were Mrs. Ames, Mrs. Simonds, Mrs. Firestone, Mrs. Elsner, Mrs. Hartel and Mrs. Blake, who recorded the minutes.

Mr. Berryman, Chairman, was attending a meeting of the school board so Mr. Pollock presided in his stead.

The minutes of the January 11, 2000 meeting were approved as mailed with no additions or corrections.

Mrs. Simonds gave the financial report in Mrs. Davis-Barnett's absence. 72% of revenues have been received at this time and interest will be posted at the end of the year. Total expenditures are also at 72% overall. In State funds, for Materials not all present bills have been posted. We will receive an additional \$2400 in travel and the budget will increase for the next report. The new SPLOST funds won't be available to us to spend until June or July. Outside revenues and expenditures include revenues of \$25,000 in consulting fees from Julie Walker's work on the PINES project, money from NEH Challenge, E-rate telephone reductions, Grassroots Arts and LSTA funds.

There were no members of the public present.

The Staff Report was given by Gail Firestone, Jackie Elsner and Mary Jean Hartel about the Summer Reading Club which will be 12 weeks of high activity. The theme and prizes were discussed.

Committee Reports

1. Friends of the Library - Ron Wetherbee reported that the Book Sale made just under \$16,000 and that the location in the old Rhodes Furniture space was great. Friends are now working on the summer programs.
2. Winterville - There was no report. Mrs. Ames did mention that they had to cut back hours. A grant was obtained by Sen. Broun but will provide funds only until the end of the year.
3. Endowment - The summary update in board packet indicates there is \$30,000 left to raise this year. A subcommittee will make a recommendation to postpone the public event until summer is over.
4. Public Relations - Mr. Eberhard is hosting Marvin Kalb on campus today so there is no report. Mrs. Ames did mention the possibility of some negative PR because of a security

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guard harassing a 15 year old here at the library. He was immediately removed from service here. We have informed the security company they must have full background checks on guards assigned here. Mrs. Ames also mentioned her talk on the Barbara Dooley radio show to explain some negative remarks a caller made about our Black History collection.

Director's Report

Mrs. Ames report is in the board packet. She particularly highlighted the May 10 workshop on Open Meetings/Records.

Unfinished Business

The preliminary budget is not available for review yet.

Strategic Planning - The Planning Meetings schedule is located on the agenda under announcements.

New Business

Mrs. Ames gave the Legislative update. Libraries got the full amount of M & O funds restored so the cards and letters paid off. Public libraries moved to the Board of Regents on July 1. A transition team will determine who we will report to. We got a four cent per capita increase in the Materials grant to 60 cents per capita. Dr. McBee got the region funding for two new vans. We are eligible for a 50/50 match in dollars for renovation from the state. We could replace carpet, paint and repair a roof leak.

Mrs. Ames explained that the Gates Foundation Grant does not include furniture for the new computers. She asked the board for authorization to spend up to \$9,000 for furniture. As there was still no quorum, the recommendation from those present who all would vote aye, was to call for a phone vote to absent members so the purchase could proceed. Dr. Prokasy suggested that we add a policy statement allowing this kind of procedure in the future if there is no quorum.

As there was no other business, the
5:00.

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vote	Yes	NO
4/24 Bowen -	✓	
<i>Kathryn S</i> Berryman -	✓	
Davis Barnett	✓	
Eberhard	✓	
Alvarado	✓	
Johanson	✓	
father died 4/5/00		
McCormack	✓	
Viggleston	✓	4/5/00
Trull	✓	

Minutes
Athens Regional Library Board
April 20, 2000

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:30. Attending from Athens-Clarke County was Mrs. Davis-Barnett and Dr. Prokasy; from Franklin County was Mr. Miller; from Madison County was Mrs. Murray; from Oconee County were Mr. Wyllie and Linda Smith (taking Mr. Billings place); and from Oglethorpe County was Mrs. Bloom. Mr. Ruffin, Mrs. Drewry and Mr. Downs arrived late. Excused were Mr. Eschedor, Mr. Mathis, Mr. Ingram, and Mr. Billings. Absent were Mr. Brantley and Mr. Swan. Mrs. Ames, Mrs. Burns and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from January 27, 2000 meeting were approved as published.

There were no members of the public present. The agenda was adopted on a motion and second from Mrs. Davis-Barnett and Mrs. Murray.

Paige Burns passed out additional handouts about the Talking Book Center. She demonstrated the machines and showed examples of books, videos and forms which are available. The Gainesville TBC is closing and our region has been asked to pick up the areas shown on the attached map in pink beginning July 1. The ones in brown may be added next year. At this time we are unsure of what funding will be available. The three major issues are collection, facility and staffing. Mr. Pollock appointed a committee with Wayne Miller as chair, Ruth Bloom, Gerald Ingram and Paige Burns from the staff to investigate all the issues and decide if we could meet expectations. A decision must be made before this board meets again. Mr. Downs moved that the committee be empowered to make the decision, Mr. Wyllie seconded and the vote was unanimous.

Mrs. Davis-Barnett gave the financial report. Both revenues and expenditures are at levels where they should be at this point in the fiscal year.

Regional Reports

Oglethorpe County: Mr. Downs reported that a new microfilm reader printer had been ordered to be paid for with gift money. There is a need for some exterior maintenance and the board is trying to figure out how to do it without adding to the budget.

Oconee County: Mr. Wyllie reported that board had just met and they had decided to have one Spanish computer in Bogart from the Gates computers and to purchase a server and find \$2300 in other funds to cover the rest of the cost. Their budget committee is looking to increase funding overall, two other towns and two private schools in Oconee County have been contacted.

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April 20, 2000

Franklin County: Mr. Miller said their board had met without a quorum. They did form a budget committee. Computers will be moved so screens can be observed because security/filtering on them has been breached. Five board members terms expire and only three want reappointment so they are looking for two nominees.

Madison County: Mrs. Murray reported that they were trying to extend library hours on Monday night. The Commission signed a proclamation for Library Week. The Long Term Plan was presented for approval. Two new board members have been added.

Athens-Clarke County: Mr. Pollock noted that there was no quorum at this meeting either. The meeting was finished in less than one hour.

Director's Report

Mrs. Ames reported that the legislature didn't approve the expansion of PINES. We are eligible for Phase 2 when it rolls out. At the July board meeting, we will spend a lot of time looking at this and we will try to get a lot of information to board members ahead of time. Mrs. Ames is on the consulting committee and Julie Walker is also working closely with the project so she knows both the good and bad. Mrs. Ames also noted the PLA reports from staff members who attended and the breakdown of last years circulation. This is not the only measure of library use but it is interesting. Mrs. Ames has asked Mrs. Atwood to do the same report for the year before so we can see about our dollars allocation in each category before we develop spending plans for next year.

Old Business

Meeting Room - Mr. Downs said the committee had not met but he recommended leaving the policy as it now stands. Dr. Prokasy moved to accept the recommendation of the committee, Mr. Miller seconded and the vote was unanimous.

Legislative Update - Mrs. Ames reported that libraries received a four cent per capita increase in materials, that redirection of funds was avoided which left our M & O funds at 56 cents per capita and that we received \$50,000 for two new vans. There will be a 50/50 local-state match for renovation at each library.

New Business

Mr. Pollock appointed a Personnel Committee to take up the reformatting and rewriting of the Personnel Policy. Mr. Ray Billings was asked to chair the committee, with Mr. Eschedor, Mrs. Drewry, Mr. Ruffin and Pam Blake from the staff as members.

Mr. Pollock appointed himself to work on purchasing new vans with MaryAnne Driver from the staff.

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April 20, 2000

Gates Foundation - Mrs. Ames explained the letters of agreement which indicate that all libraries in the region except the Watkinsville branch are eligible to receive a computer grant (their poverty level is not high enough to qualify). Athens is also eligible for a computer lab. She pointed out specific points in the contract, for example, that all money must be spent by December 15 in accordance with the budget and that it be used only for purchase of grant internet access and that all be used in public areas. Dr. Prokasy and Mrs. Davis-Barnett moved and seconded to accept the Gates Foundation grant. There was some discussion about the evaluation process. The vote on the motion was unanimously approved.

Mr. Miller noted that two boards mentioned the lack of a quorum. He asked if local groups could amend their constitutions as the regional board had on the quorum issue to read "majority of members in office."

There being no other business, the meeting was adjourned at 5:00.


Kathryn S. Ames, Secretary

TALKING BOOK CENTER COMMITTEE
ATHENS REGIONAL LIBRARY BOARD
May 11, 2000

Members Present: Wayne Miller, Chairman, Gerald Ingram, Ruth Bloom, Philip Pollock, Board Chairman, Kathryn Ames, Library Director, Paige Burns, TBC Specialist.

Purpose: At the April Regional Library Board meeting, this committee was empannelled and commissioned to study the issue of enlarging considerably the area of responsibility for the Athens Regional Libraries Talking Book Center(TBC). The committee was further charged with the responsibility of making the decision whether the Board would accept the additional tasks because the decision is needed before the next meeting of the full Board.

Issue: Prior to the April Regional Board meeting, the State Director of Public Library Services asked the Athens region to consider accepting the TBC responsibilities for the NE Georgia Regional Library(White, Habersham, Stephens and Rabun Counties) and Gwinnett County this year with the possibility of adding up to 6 more counties in Northeast Georgia in 2001. The TBC program is a federally supported program from the Library of Congress to provide books on tape and players to patrons unable to read traditional books. We currently provide the program for sixteen(16) counties, and the additional counties would be those currently served by Hall County, but would not include Hall County. Gwinnett County is included, and Newton County may be added later.

Synopsis: The library employees provided the committee the benefit of their considerable research into the funding, staffing, support and administration of the program. The program magnitude was explained, and the projection for the increase was discussed. Concerns regarding funding, space, staffing, and ability to provide quality service were resolved within the context of providing quality service to our clients, both existing and new. The single greatest concern was the impact of providing service to Gwinnett County. Its population exceeds the total of the other counties, though currently it has only 514 program users. The Acting State Director is aware of our anxiety about providing this service to Gwinnett County, and has assured our Director that if they are our undoing, he will relieve us of that portion of the task. Outreach and program growth in all the counties is a necessary element for success, as funding is tied to program participants.

Decision: A motion was made by Mr. Pollock and seconded by Mr. Ingram that we accept the challenge, provide service to the five counties, move ahead with the task, and report to the Board as a routine course of business. The motion passed unanimously.

D. Wayne Miller, Chairman

FINANCE COMMITTEE
Athens-Clarke County Library Board
May 15, 2000

Present: Marion Davis-Barnett, Bill Berryman, Wally Eberhard, Bill Prokasy, Pat Tritt, Kathryn Ames.

The Committee met at 3:30 in the Board Room to discuss the increased allocation of \$83,723 from the Athens-Clarke County Government. Several concerns were discussed. Because salary improvement has been the top priority of the Board for several years, options for resolving the problem were considered. The Library requested an increase of \$213,000; the amount approved was less than 50% of the identified need. The Committee considered several alternatives.

After much discussion, Dr. Eberhard made the motion to request that the Director develop several budget alternatives and modifications to achieve the desired salary improvements, and to report on these alternatives/modifications at the July meeting of the Athens-Clarke County Library Board. The motion was seconded by Mr. Tritt, and was approved by all members of the Committee.

A follow-up meeting will be held in June; Mrs. Ames will present a draft of her recommendations at that time.

The meeting was adjourned at 4:15pm.

FINANCE COMMITTEE
Athens-Clarke County Library Board
May 15, 2000

Present: Marion Davis-Barnett, Bill Berryman, Wally Eberhard, Bill Prokasy, Pat Tritt, Kathryn Ames.

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A follow-up meeting will be held in June; Mrs. Ames will present a draft of her recommendations at that time.

The meeting was adjourned at 4:15pm.

Minutes
Executive Committee
June 29, 2000

The Executive Committee met at 11:00 in the boardroom to evaluate the director's performance. Present were Mr. Pollock, Mr. Miller, Mrs. Murray and Mr. Berryman and Mrs. Ames. Mrs. Davis-Barnett was excused. Mrs. Blake recorded the minutes.

Mr. Pollock invited Mrs. Ames to give her assessment of the job she's been performing. Mrs. Ames covered the team environment, budget preparation, staff management, her involvement in state technology issues, maintenance and construction of facilities, activity and awards, training, programming, the planning process and the Endowment in Athens-Clarke County.

The Committee found no soft or negative issues to address once Mrs. Ames had left the room. Mr. Pollock will draft a letter commending her on her performance and send it via email to committee members for comment before passing it along to Mrs. Ames.

The meeting was adjourned at 11:45.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 11, 2000

Mr. Berryman, Chairman, called the meeting to order at 4:02 PM. Present were Mrs. Bowen, Mrs. Davis-Barnett, Ms. DeJoy, Ms. Johnson, Mr. Heyl, Mr. Pollock, Dr. Prokasy, Mr. Ruffin and Mr. Tritt. Mr. Dendy arrived late. Mr. Eberhard, Mrs. Middleton, Mrs. McCormack, and Mr. Wetherbee and were excused. Mrs. Alvarez was absent. County auditors John Wolfe and Laura Frame were present. Staff present were Mrs. Ames, Mrs. Walker, Mrs. Colegrove, Mrs. Ferrelle, and Mrs. Blake, who recorded the minutes.

The minutes of the April 11, 2000 meeting were approved as mailed with no additions or corrections upon a motion and second by Mr. Tritt and Mr. Pollock.

Mrs. Davis-Barnett gave the financial report which goes through the end of the fiscal year. We received 99.86% of anticipated revenues. Total expenditures are generally in line although several categories: Solinet, advertising, printing and publishing, are over budget and need to be amended to bring into the 10% variation allowed by law. Mrs. Davis Barnett made a motion to amend the budget in the above categories, Mr. Pollock seconded and the motion passed unanimously.

In the public comment portion of the agenda, Ms. Pearl McLean, chairman of NAMI Athens, requested the board let her use the small conference room for 12 consecutive weeks to teach an education course. She passed out information on her group to board members to review.(attached)

The agenda was adopted upon a motion and second by Mr. Ruffin and Mr. Tritt with the addition of the meeting room issue added under new business.

The Staff Report was given by Susan Colegrove and Stacey Ferrelle about a proposed coffee café at the library. Board members were given information about other libraries efforts in this area and were asked if they wished to serve on the committee looking into this issue. Mr. Heyl, Ms. DeJoy and Mr. Ruffin volunteered.

Committee Reports

1. Friends of the Library - There was no report.
2. Winterville - There was no report.
3. Endowment - Mrs. Ferrelle reported that we have had a flurry of large donations in the last month and have met the \$120,000 challenge for this year. There is only \$30,000 left to raise next year. The appeal will go public when United Way is finished with its annual campaign.
4. Public Relations - see Mr. Eberhard's attached report.
5. Building and Grounds - no report from Mr. Pollock.

Director's Report

Mrs. Ames' report is in the board packet. She referred to the Patron Satisfaction Survey and mentioned some of the valid comments by our patrons. We are well above the 80% satisfaction level. July 26 is the next strategic planning meeting from 9-12. The board will look at roles and goals. Mr. Berryman asked if there would be enough room to take on the changes coming in the Talking Book Center. Mrs. Ames said the state has promised a grant to double the size of the mobile shelving capacity.

Mr. Heyl mentioned that he had been panhandled in our parking lot. He was asked to let us know so staff will be alerted.

Mrs. Johnson asked what kind of outreach programs we're now doing for Hispanics. Mrs. Ames said our brochures are being translated into Spanish for neighborhoods, churches and grocery stores.

Unfinished Business

1. Financial Committee Report - Mrs. Davis Barnett referred to the copy of the Financial Committee Recommendation which was mailed to board members. The Financial Committee recommends to the board that the following items from it be approved for immediate savings:

- a. Hire Circulation Manager from in-house staff.
- b. Join PINES Network. The regional board will vote on this issue at their July 20 meeting.
- c. Freeze non-essential vacancies
- d. Open the library at noon on Saturdays.
- e. Reduce Heritage Room hours

These recommendations would result in approximately \$83,500 in savings so that we can accommodate increases in personnel salaries. This amount just about matches what we got from the county. However, health insurance increased 4% and we are anticipating an increase in the minimum wage which will use up that increase. Mr. Pollock moved and Dr. Prokasy seconded this recommendation be accepted. After further questions about Heritage room and possible negative publicity about these changes, the motion passed unanimously.

2. Strategic Planning. Notes from the first meeting will be mailed as well as information on goals and roles.

New Business

1. Mrs. Ames gave as information only the possible locations for the 11 Gates Foundation Grant computers in a lab setting. The likely location is an open horseshoe set-up near the YA desk because we would not need extra staff for supervision. The main problem is there is no power grid under the floor there.

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2. Ratify agreement with Athens-Clarke County. Mr. Pollock moved that the contract for the FY01 budget be ratified as presented and Mrs. Davis Barnett seconded. It passed unanimously.

3. Meeting Room issue. There was considerable discussion about setting a precedent. Ms. DeJoy said she thought the ultimate issue is fairness - that everyone have the same equal but limited opportunity to use the room. The board declined to amend the policy to allow for block scheduling as Ms. McLean requested upon a motion and second from Dr. Prokasy and Mrs. Davis-Barnett. The motion passed unanimously. Mrs. Ames was directed to write Ms. McLean of the board's decision.

As there was no other business, the meeting was adjourned at 5:25.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
July 20, 2000

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Chairman, at 3:30. Attending from Athens-Clarke County was Mrs. Davis-Barnett and Dr. Prokasy; from Franklin County was Mr. Miller and Ms. Gothard for Mr. Mathis; from Madison County was Mr. Ingram and Mr. Beck for Mr. Brantley; from Oconee County were Mr. Swan, Mr. Wyllie and Mr. Billings place); and from Oglethorpe County was Mrs. Drewry. Mr. Downs arrived late. Excused were Mr. Ruffin, Mr. Eschedor, Mrs. Bloom and Mrs. Murray. Mrs. Ames, and Mrs. Blake, who recorded the minutes, were present from the library staff.

Mr. Pollock welcomed new attendees to the board. The minutes from April 20, 2000 meeting were approved as published upon a motion and second from Mr. Wyllie and Mrs. Drewry.

There were no members of the public present. The agenda was adopted on a motion and second from Mr. Ingram and Mr. Miller.

Regional Reports

Oconee County: Mr. Swan reported that the door counts are high and the summer reading program is in full swing.

Madison County: Mr. Ingram reported that Madison is doing well, and the Summer Reading Club is going well. However, the board is still hassling with the Board of Education over funding. He said that probably eventually they would have to ask the Board of Commissioners for the full amount. There was discussion of the impact the BOE may have regionally. The library board offered to send a letter and mediate if it would be helpful.

Franklin County: Mr. Miller said he had recently met with the new school superintendent who is looking to the library to be a partner with the schools and who wants to come to the next library board meeting. The budget situation in Franklin is ok. The parking situation in Lavonia has not yet been resolved.

Oglethorpe County: Mr. Downs reported the Summer Reading Club is gangbusters - 388 registered active readers. Local newspaper publicity is helping and so is extra support from the school superintendent. The new microfilm reader printer has been well received. Oglethorpe is applying for a Grassroots Arts grant to continue an art program which started meeting this summer in the library.

Athens-Clarke County: Mr. Pollock noted that at last week's meeting the Finance Committee has recommended 5 things including reducing hours(closing Saturday from 9-12) to save money and enable staff to have salary increases. The changes go into effect on September 1.

Mrs. Davis-Barnett gave the financial report. This is the final report for fiscal year 2000. Total revenues exceeded the budget and total expenditures were a little over(in Summer

Reading Club, travel and supplies). The Debt Collection Service is supposed to be a wash and is reflected in each county's revenue. It is an accounting nightmare. The overall totals are well within the 10% variance allowed by law.

Director's Report

Mrs. Ames reported she and the Business Manager had been to Macon to discuss Samson, the new accounting system. As one of the pilot libraries, we have had problem after problem including system crashes and voided paychecks. Implementation has been stopped and delayed until September. Performance requirements have been set that American Fundware must meet by then.

Old Business

Talking Book Center Committee - Mr. Miller noted that the committee was charged by this board with making a decision to accept or reject Northeast Georgia Regional Library and Gwinnett County into our TBC region. The biggest concern was Gwinnett as it has the potential to be bigger than all the rest. We had an assurance from OPLS that if Gwinnett overwhelms us, we can pull out. We will be receiving an additional \$54,000 (for a full-time and part-time person) and a \$24,000 federal grant to add mobile compact shelving. We feel comfortable with the funding and voted to accept the new counties into our region.

New Business

Mr. Pollock reported that the Executive Committee had met to evaluate the director's performance. The Committee was pleased with her performance and hopes she keeps on doing a fine job.

Julie Walker gave some background information on PINES before presenting the pros and cons for the Athens Regional Library System joining during Phase II of the project.

- | <u>Pros</u> | <u>Cons</u> |
|---|--|
| 1. Lead in sharing resources | 1. Because it's web interface, will require use of a mouse |
| 2. Cooperation among libraries in the state | 2. Governed by Executive Board of library directors who set all policies and rules |
| 3. Financial benefits | 3. State is sending out overdue notices, postage costs not really known - this is a regional expense |
| 4. Because administered centrally would free up some of our staff | |
| 5. SIRSI excellent product | |

Discussion followed with increased accessibility and the elimination of capital expenses mentioned as other pros. Mr. Downs moved that if the Athens Regional Library is offered the opportunity to join the PINES system, we would like to accept. Dr. Prokasy seconded and the motion was unanimously approved.

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Athens Regional Library Board
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The regional budget was presented which also includes the state grants, salary, M & O, Materials, Travel and TBC budgets. Mrs. Davis-Barnett moved and Mr. Wyllie seconded that the budget be adopted as presented. Everyone but Mrs. Drewry, who abstained, voted aye.

Mr. Swan presented information on requiring a background check on anyone who is hired from now on. He suggested that this be a part of the employment packet and employment be contingent on a background check. Questions were raised from board members as to costs and what convictions would constitute a risk to patrons. Mr. Pollock referred the matter to the Personnel Committee which was asked to bring back a recommendation to the Board at its October meeting.

Mrs. Ames informed the board that new computers have replaced every old one in the region which we can and there are 61 computers which are DOS 386's or lower to dispose of as well as a few modems, multiplexors, etc. which are out of date. She asked the board for permission to sell to a dealer, donate to Community Connection and the school system or some other method they suggest to clear them out. Mr. Prokasy moved to go to a dealer for some compensation, Mr. Billings seconded and the motion passed unanimously.

There being no other business, the meeting was adjourned at 5:00.


Kathryn S. Ames, Secretary

PERSONNEL COMMITTEE
Athens Regional Library Board
October 5, 2000

Present: Ray Billings, Gene Ruffin, Catherine Drewry, Phil Pollock, Mrs. Ames and Mrs. Blake who recorded the minutes. Mr. Eschedor was excused.

The meeting was called to order by Mr. Billings at 4:00. He explained that the issue of the background check was the result of some concerns of the Oconee County Library Board because an employee there had misinformed the library as to his true employment history. Mr. Billings brought samples of the paperwork now given to teachers undergoing the recertification process in Georgia. A complete background check is required at the expense of the local system and involves a long wait to process - 90-200 days.

The object for us is to be protective of our patrons, but not to make work or unduly burden our library system by any actions this committee recommends. Only Oconee and Oglethorpe Counties could get minimal background information from the sheriff at no cost. All other counties in the system charge from \$5-15.

Mrs. Ames pointed out that there is a 54% turnover ratio in the library system and any action we take would have to be uniform covering all employees both full and part time.

It was decided to recommend adding wording to our present job application to expand on the information given by each applicant regarding their past employment history. It will be sent to the Clarke County attorney for review.

Mrs. Ames then brought to the committee's attention the issue of a patron being a nuisance and harassing employees and the actions she intended to take for their protection. The Committee advised Mrs. Ames to consult with the county attorney about this issue as well.

Mrs. Blake passed out the draft of the revised Personnel Policy. The Committee will try to be ready to make a recommendation to the whole board at its January board meeting.

The meeting was adjourned at 4:50.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
October 10, 2000

Mr. Berryman, Chairman, called the meeting to order at 4:02 PM. Present were Ms. DeJoy, Mr. Dendy, Mr. Heyl, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, Mr. Tritt and Mr. Wetherbee. Mrs. Davis-Barnett, Mr. Eberhard, Ms. Johnson and Dr. Prokasy were excused. Mrs. Alvarez, Mrs. Bowen, and Mrs. McCormack were absent. County auditor Laura Frame was present along with staff members Mrs. Ames, Mrs. Walker, Mrs. Colegrove, Mrs. Ferrelle, Mrs. Simonds, and Mrs. Blake, who recorded the minutes.

The first order of business was Phil Pollock's birthday announcement. Board members were encouraged to enjoy the refreshments.

The minutes of the July 11, 2000 meeting were approved as mailed with no additions or corrections upon a motion and second by Mr. Tritt and Mr. Pollock.

Mrs. Simonds gave the financial report for Mrs. Davis-Barnett. We received approximately 25% of revenues which is what we should have for the first quarter. Expenditures are over budget because of the one day Staff Development event and the fact that we haven't received the e-rate revenues yet to offset the telephone expenditures. Water was high because we had a leak which was repaired promptly. We will try to recover some funds from that.

In the public comment portion of the agenda, Mr. Dendy made an announcement about a candidates forum broadcast from the Georgia Center. He also encouraged use of the League of Women Voters program "Take a Friend to Vote" to promote awareness and participation in the upcoming election. The agenda was adopted upon a motion and second by Mr. Ruffin and Mr. Dendy.

Committee Reports

1. Friends of the Library - Mr. Wetherbee reported on the new Friends officers and said that 7 new board members had been added as well. Café au Libris is on November 7. The format has changed a little as guest authors will be able to make a presentation of their books before autographing them. There will be a raffle of various autographed books as well as the silent auction for the gift baskets
2. Winterville - There was no report.
3. Endowment - A report follows. The goal was met by July 31 and there is now only \$26,000 left to raise next year to meet the NEH match.
4. Public Relations - see Mr. Eberhard's attached report. There were very few comments about the changes in library hours which was a little disappointing.
5. Building and Grounds - Pam Blake asked that board members contact local commissioners to see if the new library out-

door sign can be expedited. We've had several people get "lost" trying to find us.

6. Book Complaint - Mrs. Middleton reported that the committee had reviewed a request to move *The Bluest Eye* by Toni Morrison out of the Young Adult area. The Committee recommended leaving the book where it is.
7. Strategic Planning Report - Julie Walker reported that Greg Heid, our facilitator, has had two meetings with the board and used the recent Staff Development Day to elaborate on the roles the board had chosen (see handouts). The next step will be to look to the community for input with focus groups to ask for information about what they would like us to do.

Director's Report

Mrs. Ames asked board members to read her attached report. There is a grant opportunity available (the Viburnum Advocacy Grant for \$10,000) to train Friends and Board members. It would involve setting up a regional marketing plan to tell the library story and to get across facts to funding agencies. She is asking for letters of support from each library and Friends board to solidify the application.

Unfinished Business

Clark County Performance Audit - Laura Frame reported that the audit was begun in May. They have done 30 interviews, analysis, looked at budget trends, compensation and retention, salaries across the region and in other regions and have a 50 page draft report ready for review next week. After review it will be given to the Mayor and Commission. She hopes it will have a positive impact.

The Coffee Café Report was given by Susan Colegrove and Stacey Ferrelle. Board members were mailed a committee report. The Fire Marshall wouldn't have to get too involved - we can't block any sprinklers and there has to be an exit. Mr. Dendy and Mr. Pollock moved to talk to the county about legalities since the county owns the building. It was decided that the next step should be a feasibility study.

FY00 Budget - Minimum Wage. It has passed both the House and Senate but is not out of any budget committee. Mrs. Ames said that there was \$20,000 to cover this in the budget and asked if we should hold it or go ahead and increase people to \$6.00/hr. Mr. Wetherbee moved to pay the increase in the October paychecks for those people involved. Mr. Ruffin seconded and the vote was unanimous.

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Athens-Clarke County Library Board
October 10, 2000

New Business

Budget FY2002 - There is a meeting in November to start this process. The Finance Committee will meet shortly thereafter to start planning. We will use the performance audit report.

Policy Amendment - Patron Responsibilities. Mr. Tritt moved with Mr. Pollock's second to approve this policy as presented. The vote was unanimous.

Library board appointments - Mrs. Middleton, Mrs. Bowen, and Mrs. Johnson are eligible for reappointment. Mr. Berryman encouraged all of them to apply for reappointment.

The Athens-Clarke County Library Constitution has not had a real review since 1989. With Mr. Berryman as Chair, Mr. Wetherbee, Mr. Pollock and Mr. Ruffin volunteered to be the Consitution Review Committee.

As there was no other business, the meeting was adjourned at 5:05.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
October 19, 2000

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Miller, Vice-Chairman, at 3:30. Attending from Athens-Clarke County was Mrs. Davis-Barnett, Dr. Prokasy and Mr. Ruffin; from Franklin County was Mr. Eschedor and Mr. Mathis; from Madison County was Mr. Ingram and Mrs. Richards for Mr. Brantley; from Oconee County were Mr. Swan, Mr. Wyllie and Mr. Billings; and from Oglethorpe County was Mrs. Drewry. Excused were Mr. Downs, Mr. Pollock, Mrs. Bloom and Mrs. Murray. Mrs. Ames, Mrs. Walker and Mrs. Blake, who recorded the minutes, were present from the library staff.

Mr. Miller announced that he was presiding for Mr. Pollock who had had surgery but was improving. The minutes from July 20, 2000 meeting were approved as mailed.

There were no members of the public present. The agenda was adopted on a motion and second from Mr. Ruffin and Mrs. Davis-Barnett.

Mrs. Davis-Barnett gave the financial report. Madison County's revenues are now at 50% which is not reflected in the report - it was just received. Overall, revenues are a 25% which is just where they should be. Dues and Registration are over budget, but most of the traveling is done and overall we're at 24% so it is in line. The grants are reflected on the page labeled outside revenues.

Regional Reports

Athens-Clarke County: Mr. Ruffin noted that the Performance Audit report should be out in the next few weeks. He said the outdoor sign needs to be installed and board members were asked to call their commissioner. It was suggested that the PINES logo be incorporated. A feasibility study will be done on establishing a coffee café in this building and a Constitution review committee was appointed.

Franklin County: Mr. Eschedor there had been some promising communication with the new school superintendent. He is a serious ally to acquire the funding and parking lot in Lavonia. The Friends group needs to be revitalized very soon. They are pleased with the Gates computer and are also looking to review their constitution. Mazelle Andrews is stepping down as chair and the board is looking for someone to take her place. counts are high and the summer reading program is in full swing.

Madison County: Mr. Ingram reported Kenny Beck had left the board and won't be serving out his term. The Friends had a book/computer sale and made \$2400. The financial support issue has not been totally resolved they have received half of the money needed from both the school board and commission. They had a complaint about Rolling Stone magazine but voted to keep the subscription.

Oconee County: Mr. Swan reported that the door count was 27,000. There are two new adult reading groups. They have a new computer specialist who is helping with the Gates computers. Three board members terms are expiring but two of the members are returning. Bill Ross will not. The Constitution is being reviewed in Oconee as well. Bogart has an all Spanish computer.

Oglethorpe County: Mrs. Drewry reported they have received a Grassroots Arts Grant to continue funding for a program begun in the summer. They have had major trouble with the HVAC unit and will require a lot of reworking - a big expense for the county. Mrs. Ames, saying this is the first she'd heard of a problem, suggested that the county may be eligible for a matching renovation grant. The board has set aside one-half of their gift money to spend on books and periodicals. Susan Robertson is the new board member.

Director's Report

Mrs. Ames said that this is her 15th year as director and her 28th year in the library system. We've had a computer explosion. Our Summer Reading Club statistics show an increase overall where most in the state didn't. Each branch will get an additional \$275 for SRC if they apply for a grant. TBC shows that since we added the new counties the statistics have nearly doubled. We have hired 1 FT employee and are waiting to hire a half-time person there. The Branch Managers looked at and evaluated the Standards (see draft). At our branch manager meeting in November we will talk about where we fall below standards. The orientation for board members needs a lot of work and we can see where we stand on a lot of these standards. We may not want to meet some of these. The handout "How Safe is Your Public Library" is in response to the new Dr. Laura program. She devoted a whole program to lewd libraries. We've had a few phone calls. All children's computers in our system are filtered.

Old Business

Van Purchase - We have \$25,000 and \$18,500 to spend on a cargo van and a 7 passenger minivan. University Ford has agreed that they will sell the cargo van to us stocked with books. We should receive the cargo van in 6-8 weeks. The old van had a slipping transmission and we will trade it in. This is a PR item worth publicizing.

Background Check-Mr. Billings reported for the Committee of Ruffin, Pollock, Drewry, Ames and Blake. The Committee recommends, pending review by a lawyer, that an updated job application be approved and implemented. This was made in the form of a motion and was seconded by Mr. Ruffin. The motion was unanimously approved.

New Business

Affirm Assurances - Upon a motion from Dr. Prokasy and a second from Mrs. Davis-Barnett, the board unanimously affirmed that they had reviewed, approved and authorized Mr. Pollock to sign the assurances for the OPLS annual report.

Policy Amendment - Cell phone use. Mr. Mathis moved to accept the policy as presented with Mr. Ruffin offering a second. After lengthy discussion the vote was Aye: Prokasy, Davis-Barnett, Billings, Richards, Ingram, Eschedor, Mathis, Ruffin, and Drewry; No: Swan, Wyllie.

Kiosk-Handouts - Bulletin boards are a public forum. We have them in most of our facilities. They need to be for library use only or for everything. Each local board needs to be aware of this. We can't expect our staff to make legal interpretations. Mrs. Ames will ask Cathy Helms for a legal recommendation and will bring the information back to the board.

Audit Report - Mrs. Ames is frustrated that the findings are so old and that the one area they picked on this year, the library store, represents such a small portion of the budget. Attached is her response to the report.

Constitution Review Committee - it was decided to wait until January to appoint this committee.

PINES Agreements - this is a formal contract and needs authorization for the Chairman to sign. After discussion on the problems we foresee, telecommunications, and a question regarding ownership of the equipment, the contract unanimously passed on a motion from Dr. Prokasy and a second from Mr. Mathis.

Viburnum Advocacy Grant - Mrs. Ames said there are four \$10,000 grants available in Georgia to develop a region-wide marketing plan to train trustees and Friends to better advocate for increased local budgets from funding agents. She needs a letter of support by November 15 from library boards, Friends boards and other community advocates. Mr. Swan and Mr. Ruffin moved to support this grant and the vote was unanimous.

There being no other business, the meeting was adjourned at 5:10.


Kathryn S. Ames, Secretary

PERSONNEL COMMITTEE
Athens Regional Library Board
December 18, 2000

Present: Ray Billings, Gene Ruffin, Kathryn Ames, Pam Blake.
Excused: Catherine Drewry, Phil Pollock, Jeff Eschedor.

The policy was reviewed by the committee with a few changes noted and explained. The only real issue that needs work is the grievance procedure. It was suggested that we ask for sample policies from other systems. The committee felt that the board should only be involved in extreme cases. They asked that sample Grievance procedures be emailed to them for a review prior to the Regional Board meeting in January. It is hoped that the proposed policy can be distributed at that time so that board members can have plenty of time to review prior to a vote in April.

The meeting was adjourned at 4:30.

Minutes
Finance Committee

The Finance Committee met on Dec. 14 at 4 PM. Marion Davis-Barnett presided with Mr. Berryman, Mr. Tritt, Dr. Prokasy, Dr. Eberhard and Mrs. Ames attending. The purpose of the meeting was to discuss the fiscal year 2002 budget that is due for submission to the Athens-Clarke County Finance Office on January 10, 2001.

The budget goals from the county workshop were discussed, and it was agreed that the library would request a 4% salary increase for all staff. This is in line with the county's plan. In addition, the rough draft of the County Auditor's Performance Review of the library was discussed. There were several budget items that were recommended by John Wolfe, county auditor. The group voted to include all recommendations as a part of the budget.

Those recommendations included:

Adding a security camera outside the library at the entryway to better monitor potential problems after school. \$5000

Increase hours of an assistant accounting clerk from 10 to 19 per week. \$3400

Add 1 19 hour per week children's assistant to help with shelving and program development: \$6000

Add 1 19 hour per week computer operations assistant: \$6000

Add one additional day to the courier's schedule: \$3400

Improve entry level salaries for full-time children's assistants to \$21,000

Improve entry level salary for FT bookmobile assistants to \$22,000

Improve entry level salary for computer technicians to \$29,000

Improve entry level salary for circulation supervisors to \$21,000

The Committee voted to include all recommendations in the budget proposal. The meeting adjourned at 5:00.